POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission 3. Service				loying Office Loca		5. Duty Station				13807 6. OPM Certification No.	
Redescription New Hidgers. Field				Orlando, l		Orlando, FL					
Reestablishment Other				Labor Standards A	et	8. Financial Statements Required				9. Subject to IA Action	
Explanation (Show any positions replaced) Exampt 10. Position Status					lonexempt	Present Personnel Employment and Phencial Obstosure Pleandel Interests 11.Position is: 12.Semathrity			X Yes	Yes No 13. Competitive Level Code	
			\overline{A}	mpetitive		Supervisory	1- Nee-	3 - Critical	10.00	0703	
				Excepted (Specify in Remarks) SES (Gen.) SES (CR)		Supervisory Sensitive Sensitive Sensitive		14.Age	14.Agency Use		
						Nighther 2- Noncrédual 4- Special Sessitive					
15. Classified/Graded		Official Ti	tle of Pos	tion		Pay Plan	Occupational	Code Grade	Initials	Date	
a. U.S. Office of Per- sonnel Management											
b. Department, Agency or Establishment											
c. Second Level Review	Level										
d. First Level Review	Contract Specialist					GS	1102	07			
Recommended by Supervisor or Initiating Office	Contract Specialist					GS	1102	07			
18. Organizational Title of Position (if different from official title)						17.Name of Employee (If vacant, specify)					
						c. Third Subdivision Project Support Group					
a. First Subdivision Asst. Secretary of the Army (Acq., Logistics, & Technology)						d. Fourth Subdivision Contracts Directorate					
b. Second Subdivision PBO for Simulation, Training & Instrumentation					e. Fifth Sut	e. Fifth Subdivision					
					Signature	Signature of Employee (optional)					
 Employee review - This is an accurate description of the major duties and responsibilities of my position. 						·					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the					appo. state	knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
KIM D. DENVER, Director of Contracts						TRACI A. JONES, Project Support Executive					
Signature						Signature					
/s/ by Traci A. Jones, for 3 May 2005						/s/					
21. Classification/Job Gr classified/graded as re-				position has be		Classification Sta	andards Used in (Classifying/Gradin	g Position	•	
published by the U.S. Of directly, consistently with	Tice of Personn	el Management or,	if no publis	hed standards app	"OPM P		g Series GS	-1102, Dec	83, TS-7	1	
Typed Name and Title of Office			mounts.		WCPS-	2 Aug 02					
			· 0ec		Inda	an day Familiana	The star	والمراجع المراجع		- 4b-b	
JAMES T. BLAKE, Deputy Program Executive Officer					are avail	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be					
Signeture						reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption					
/s/ 5 May 2005						from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review	initials	Date	initieis	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)											
b. Supervisor			-			1	<u> </u>			1	
c. Classifier				1		1					
24.Remarks	. 070				•	•	'		•	•	
BUS: 7777 Cl This position is deve competition subject t	lopmental o the avail	to the full peri ability of fund	sand w	e level of GS ork satisfacto	-12. Emp	ployee may b mance. The	e promoted employee m	to the GS-9 aust meet DC	level wit	hout further 52-M	
requirements applica	ble to the	duties of the pe	osition.								

Position Description

Contract Specialist GS-1102-07

Duties:

Serves in an intermediate trainee level capacity in Career Program 14. Performs duties characteristic of the specific occupational series for GS-1102, accomplishing a variety of developmental duties in support of the overall work of the organization.

Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments.

Performs assigned portions of professional or technical projects involving such duties as: purchase items using simplified procedures; makes credit card purchases; prepares incremental funding actions, options and administrative actions for both contracts and assistance agreements; assists specialists in contracting and assistance award and administration assignments; studies statutes, regulations, and policies.

Performs administrative duties such as: gathers and reviews a variety of narrative and/or statistical data to prepare reports; conducts analyses of data to prepare reports; conducts analyses of data to support conclusions or recommendations for action.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be recorded in the following documents: the employee's Individual Development Plan and the performance objectives document.

Performs other duties as assigned.

Evaluation:

Factor 1. Knowledge Required by the Position Level 1-6, 950 Pts

Knowledge of the principles, concepts, and methodology of the profession or administrative occupation that has been supplemented by skill gained through job experience and formal training in accordance with the requirements of the career program to permit independent performance of recurring assignments.

Factor 2. Supervisory Controls Level 2-2, 125 Pts

Works under close direction of the supervisor/team leader or higher graded employee. Work is assigned with specific and detailed instructions indicating what is required, timeframes, method and approach and desired results. The incumbent works as instructed using judgment to

recognize and refer situations not covered by instructions. Work is reviewed in progress and upon completion for technical accuracy and adherence to instructions.

Factor 3. Guidelines Level 3-2, 125 Pts

The incumbent refers to applicable guidelines such as specific regulations, policies, directives, instructions, manuals, texts and other related information. With more advanced assignments the incumbent is required to exercise a greater level of judgment in selecting technique among several alternatives. Minor deviation to standard process, procedure and instructions may be made. Situations requiring major deviations are referred to the supervisor.

Factor 4. Complexity Level 4-3, 150 Pts

The work typically includes varied duties that require different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issue involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Factor 5. Scope and Effect Level 5-2, 75 Pts

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6. Personal Contacts Level 6-2, 25 Pts

The personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.

Factor 7. Purpose of Contacts Level 7-1, 20 Pts

Contacts are generally for the purpose of obtaining and exchanging factual information related to performance of developmental planning assignments. Individuals and other agency representatives contacted are usually pursuing mutual goals and are generally cooperative.

Factor 8. Physical Demands Level 8-1, 5 Pts

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

Factor 9. Work Environment Level 9-1, 5 Pts

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

TOTAL POINTS – 1480 POINT RANGE – 1355-1600 Points GS-07